# **HUMAN RESOURCES DEPARTMENT**

06/08/05 Revised

## **CLASSIFICATION SPECIFICATION**

TITLE: LEGAL ASSISTANT (NON-CLASSIFIED)

## **DEFINITION**

Under general supervision of the City Attorney or designee, to perform a varied range of paralegal duties; and to do other work as required.

#### DISTINGUISHING CHARACTERISTICS

This classification is exempt from the classified service. The incumbent shall be appointed "at-will" and serve at the pleasure of the City Attomey. This is a broad classification for non-classified legal assistants encompassing entry, full journey and advanced journey level work. Initially, incumbents perform the more routine tasks and duties and work under close supervision. As experience is gained, and compensation increases based upon performance, incumbents perform the full range of duties as assigned and receive only occasional instruction or assistance as new or unusual situations arise. As incumbents progress further in experience, and compensation increases based upon performance, incumbents perform difficult and responsible types of duties requiring the regular use of independent judgement.

## **PAY FOR PERFORMANCE**

Legal Assistants in this classification are advanced in compensation based upon superior performance, as granted by the City Attorney, and not to exceed 10% annually.

REPORTS TO: City Attorney and/or Supervising Deputy City Attomey

## SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the City Attorney and Supervising Deputy City Attorney or designee.

## **EXAMPLES OF DUTIES**

Typical duties may include, but are not limited to, the following:

- Interviews witnesses, defendants and others in civil, administrative or criminal cases for pre-trial or pre-hearing declarations.
- Prepares discovery requests and responses; drafts motions, memoranda of points and authorities, complaints and answers; cross-claims, affidavits and declarations.
- Reviews legal documents and forms for completeness and conformance to specific requirements set forth in applicable legal codes.
- Gathers factual information and performs routine legal research to assist attorneys in determining appropriate legal action.
- Performs preliminary analysis of legislative bills and researches legislative histories.
- Summarizes, organizes and indexes prior opinions, testimony, depositions, discovery responses and other documentary material.
- Organizes and indexes trial documents, prepares exhibits and assists attorneys at trial by keeping track of exhibits, testimony and documents.

#### **QUALIFICATIONS**

## Knowledge of:

- Principles of civil, administrative and criminal law and their application.
- Legal research methods and techniques.
- Preparation of briefs and opinions.
- Current legal resources.
- Trial and hearing procedures and rules of evidence.
- City government functions and legal responsibilities.
- Personal computers and the use of word processing software.

## Ability to:

- Perform legal research, interview witnesses and analyze legal issues.
- Draft legal documents including pleadings, briefs, memoranda, contracts, leases, resolutions and ordinances.
- Interpret applicable municipal, state and federal codes, laws and statutes.
- Accurately operate a personal computer and use associated word processing and other software.
- Work cooperatively with others.

## **Education and Experience:**

Education: A certificate of completion of a paralegal program approved by the American Bar

Association or a certificate of completion of a paralegal program at, or a degree from, a postsecondary institution that requires the successful completion of a minimum of 24 sem ester, or equivalent, units in law-related courses, and that has been accredited by a national or regional accrediting organization or approved by the Bureau for Private

Postse condary and Vocational Education.

Experience: A minimum of two years of increasingly responsible full-time paralegal experience in a

public or private law office or agency.

MEDICAL CATEGORY: Group 1

# **NECESSARY SPECIAL REQUIREMENT**

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

## CAREER ADVANCEMENT OPPORTUNITIES

FROM: Legal Assistant (Non-Classified)

TO: Deputy City Attorney (Non-Classified)